



The Delta School  
Comprehensive Framework for Field Trip Safety  
Prepared for the Board of Directors  
June 17, 2026

## Contents

Delta School Comprehensive Framework for Field Trip Safety	3
<b>SECTION A: COMPREHENSIVE FRAMEWORK</b>	<b>3</b>
Phase I: Academic Rationale & Strategic Planning	3
Phase II: Administrative Authorization & Risk Management	3
Phase III: Personnel Clearance & Supervision Standards	3
Phase IV: Transportation & Medical Preparedness	4
Phase V: En-Route and Post-Trip Accountability	4
Phase VI: Enforcement & Review	4
<b>SECTION B: DELTA SCHOOL POLICIES</b>	<b>5</b>
<b>Special Education Field Trip Policy &amp; Protocol</b>	<b>5</b>
<b>Supervision Ratios &amp; Pairing</b>	<b>6</b>
<b>Safety &amp; Intervention Duties</b>	<b>6</b>
<b>Student Transportation Safety and Adult Responsibilities Policy</b>	<b>8</b>
This policy establishes the safety standards, guidelines, and behavioral expectations for transporting students of Delta School in authorized vehicles. This policy applies to all school-owned vehicles, leased or rented vehicles, and approved personal vehicles driven by employees, contractors, or authorized volunteers for school-sanctioned activities.	8
<b>SECTION C: REQUIRED DOCUMENTS</b>	<b>11</b>
<b>FIELD TRIP PROPOSAL FORM</b>	<b>11</b>
<b>Academic, Skill, &amp; IEP Alignment</b>	<b>11</b>
<b>Special Education &amp; Site Accessibility Supplement</b>	<b>14</b>
<b>Field Trip Permission &amp; Medical Authorization Form</b>	<b>16</b>
<b>Pre-Trip Transportation &amp; Safety Log</b>	<b>18</b>
<b>Field Trip Emergency Contact &amp; Passenger Roster</b>	<b>21</b>
<b>12-Hour Incident &amp; Administrative Review Report</b>	<b>23</b>

# Delta School Comprehensive Framework for Field Trip Safety

This comprehensive framework integrates the **Delta School Student Transportation Safety Policy**, **Administrative Procedure 915 (Field Trip Safety)**, and the **Special Education Field Trip Policy** into a single, unified workflow.

## SECTION A: COMPREHENSIVE FRAMEWORK

### Phase I: Academic Rationale & Strategic Planning

- **IEP and Curriculum Alignment:** Every trip must serve as a community-based extension of the classroom, directly aligning with **Individualized Education Program (IEP)** goals such as functional life skills or social communication.
- **Site Accessibility:** Coordinators must conduct a pre-trip assessment to verify the venue is **fully accessible** and identify potential sensory triggers (e.g., loud noises or heavy crowds).
- **Measurable Objectives:** Lead teachers must define 2–3 core learning objectives for students to practice during the excursion.

### Phase II: Administrative Authorization & Risk Management

- **Strict Submission Timelines:** Proposals must be submitted **30 days** (local), **60 days** (overnight), or **90 days** (high-risk/aquatic) prior to the trip.
- **Formal Risk Assessment:** A mandatory assessment must identify and mitigate environmental, behavioral, medical, and transportation hazards.
- **Approval Pipeline:** Authorization must move from the Teacher/Coordinator to the Principal/Program Director, and finally to the **CEO** for any high-risk or overnight activities.

### Phase III: Personnel Clearance & Supervision Standards

- **Adult Driver Qualifications:** Any adult driving students must be "Approved" in the HR portal, having passed a **Motor Vehicle Record (MVR) review**, criminal background check, and child abuse clearances.
- **Staff-to-Student Ratios:** Minimum ratios are based on student needs: **1:8** (General), **1:3** (Autism), and up to **1:1** (Continuous Support).
- **Aquatic Safety:** For activities near water, the ratio increases to **1 adult to 2 students**, and certified lifeguards (who do not count toward school staffing ratios) must be on duty.

- **Defined Roles:** The driver is focused solely on the road and **does not count toward supervision ratios**; secondary chaperones hold primary responsibility for student behavior management.

#### Phase IV: Transportation & Medical Preparedness

- **Mandatory Roster Data:** Drivers must carry an accurate roster that explicitly includes **emergency contact numbers for parents** and **critical medical data**, such as severe allergies.
- **Vehicle Readiness:** Drivers must complete a visual pre-trip inspection (tires, lights, signals) and verify the presence of a **fire extinguisher, first-aid kit, and roadside reflectors**.
- **Medical Protocols:** A trained staff member or nurse must carry and administer all required medications (e.g., EpiPens) according to student medical protocols.

#### Phase V: En-Route and Post-Trip Accountability

- **Distracted Driving Ban:** There is a **zero-tolerance policy** for the use of mobile phones or electronic devices by the driver while the vehicle is in motion or in traffic.
- **Loading/Unloading Safety:** Students must enter and exit the vehicle from the **curbside only** while the engine is off or the parking brake is engaged.
- **The "Empty Vehicle" Walkthrough:** Upon reaching the destination, the driver or chaperone must physically walk to the back of the vehicle, checking every row and under seats to ensure **no students or items remain**.
- **Incident Reporting:** Any safety concern, missing student, or injury must be reported immediately, with a written incident report submitted within **12 hours**.

#### Phase VI: Enforcement & Review

- **Disciplinary Metrics:** Minor infractions result in written warnings, while **major infractions** (e.g., leaving a student unattended or using a phone while driving) result in the **immediate suspension** of transportation privileges and HR escalation.
- **Post-Trip Debrief:** High-risk trips require a formal staff debriefing and incident analysis to provide recommendations for future activities

## SECTION B: DELTA SCHOOL POLICIES

### Special Education Field Trip Policy & Protocol

The purpose of this policy is to ensure that all educational excursions are community-based, accessible, educationally meaningful, and safe for students with diverse learning and behavioral needs.

#### Academic & Skills Alignment

Field trips in a special education setting are not merely recreational; they are an extension of the classroom. Every excursion must directly align with student development in one or more of the following areas:

- **IEP Goal Integration:** Activities must provide opportunities for students to practice specific Individualized Education Program (IEP) goals (e.g., social communication, emotional regulation, or functional academics).
- **Functional Life Skills:** Trips should emphasize real-world application, such as navigating public transit, purchasing items (math/money skills), ordering food, and community safety.
- **General Education Curriculum:** Excursions should reinforce academic concepts taught in class through hands-on, multi-sensory experiences that accommodate various learning styles.

#### Field Trip Coordinator Responsibilities

The designated Field Trip Coordinator (or lead teacher organizing the trip) is responsible for the end-to-end logistics and safety planning.

#### Pre-Trip Planning

- **Site Accessibility Assessment:** Verify that the venue is fully compliant with accessibility needs (e.g., wheelchair ramps, sensory-friendly spaces, accessible restrooms).
- **Pre-Visit Evaluation:** When possible, conduct a pre-visit to identify potential sensory triggers (e.g., loud noises, flashing lights, heavy crowds) and physical hazards.
- **Documentation Gathering:** Collect and organize signed permission slips, medical release forms, and emergency contact rosters.

#### Logistics & Communication

- **Transportation Coordination:** Arrange for appropriate vehicles (e.g., lift-equipped buses) and ensure specialized safety restraints are secured.
- **Staff & Parent Briefing:** Provide chaperones with a detailed itinerary, specific student assignment sheets, behavioral intervention plans (BIPs), and emergency protocols.

## Learning Goals & Student Preparation

To maximize the benefit of the excursion, structured preparation and clear goals must be established.

- **Measurable Objectives:** The Coordinator must define 2–3 core learning objectives for the trip (e.g., *"Students will independently hand a cashier money for a purchase,"* or *"Students will identify three types of habitats"*).
- **Front-Loading & Visual Support:** \* **Social Stories:** Teachers must use social stories or visual schedules to preview the trip, outlining what students will see, hear, and do.
  - **Predictability:** Clearly communicate changes in routine to reduce anxiety and prevent behavioral escalation.
- **Post-Trip Reflection:** Follow up the excursion with classroom activities, discussions, or visual journaling to reinforce the skills and concepts learned.

## Staff Supervisory Responsibilities

Supervision in a special education context requires a highly proactive, individualized approach.

### Supervision Ratios & Pairing

- **Determining Ratios:** Staff-to-student ratios must be determined based on the intensive medical, physical, or behavioral needs of the cohort, often requiring 1:1 or 1:2 supervision.
- **Designated Assignments:** Every staff member and chaperone will be assigned to specific students. **General or "zone" supervision is strictly prohibited.**

### Safety & Intervention Duties

- **BIP Familiarity:** Staff must be thoroughly familiar with the Behavior Intervention Plans (BIPs) of the students under their care and carry any necessary sensory regulation tools or communication devices.
- **Medication & Medical Data:** A designated nurse or trained staff member must carry and administer all required student medications (e.g., EpiPens, seizure rescue medications) alongside corresponding medical protocols.
- **Continuous Accounting:** Staff must perform frequent headcounts and visual checks—especially during transitions (boarding buses, entering/leaving venues).

## Approval Process

No field trip may be announced to parents or students without completing the formal approval pipeline.



1. **Proposal Submission (6 Weeks Prior):** The Coordinator submits a formal request detailing the academic rationale, IEP alignment, itinerary, budget, and requested staff ratio.
2. **Administrative Review:** The Principal or Program Director reviews the proposal for curriculum alignment and scheduling conflicts.
3. **Safety & Health Review (4 Weeks Prior):** The School Nurse and Behavior Specialist review the student roster to approve the medical and behavioral safety plan.
4. **Final Authorization:** Upon administrative and health approval, permission slips are distributed to families. Final confirmation of transportation and staffing is locked in **2 weeks** prior to departure.

# Student Transportation Safety and Adult Responsibilities Policy

## Purpose and Scope

This policy establishes the safety standards, guidelines, and behavioral expectations for transporting students of Delta School in authorized vehicles. This policy applies to all school-owned vehicles, leased or rented vehicles, and approved personal vehicles driven by employees, contractors, or authorized volunteers for school-sanctioned activities.

## Adult Driver Requirements & Qualifications

To ensure student safety, any adult operating a vehicle for school purposes must meet the following criteria before transporting students:

- **Licensure:** Possess a valid, current driver's license appropriate for the vehicle class being operated (e.g., Commercial Driver's License (CDL) where required by state law).
- **Background & Driving Record Checks:** Pass a mandatory criminal background check, child abuse clearance, and a Motor Vehicle Record (MVR) review. Drivers with major moving violations or a history of reckless driving within the past 3–5 years will not be approved.
- **Training:** Complete the school's mandated vehicle safety and student management orientation.
- **Fitness for Duty:** Drivers must be physically and mentally fit to operate the vehicle safely. Operating a vehicle under the influence of alcohol, illegal drugs, or prescription/over-the-counter medication that impairs driving abilities is strictly prohibited.

## Adult Responsibilities & Conduct

Adults in charge of the vehicle carry the ultimate responsibility for maintaining a safe environment.

### Pre-Trip Responsibilities

- **Vehicle Inspection:** Conduct a pre-trip visual inspection of the vehicle (checking tires, lights, signals, wipers, fluid leaks, and ensuring mirrors are correctly adjusted).
- **Safety Equipment Check:** Confirm that a fully stocked first-aid kit, emergency reflectors/flares, and a working fire extinguisher are present in the vehicle.

- **Passenger Roster:** Maintain an accurate roster of all students on board, including emergency contact information and any critical medical notes (e.g., severe allergies).

### **En-Route Responsibilities**

- **Strict Law Compliance:** Adhere to all federal, state, and local traffic laws, including posted speed limits and school zone restrictions.
- **Distracted Driving Ban:** Under no circumstances shall the driver use a mobile phone, send text messages, or interact with any distracting electronic devices while the vehicle is in motion or actively in traffic. If a communication is necessary, the driver must pull over to a safe location.
- **Student Supervision:** Monitor student behavior to ensure it does not distract the driver. If a secondary adult chaperone is present, they will hold primary responsibility for student behavior management during transit.
- **Impeccable Professionalism:** Maintain appropriate professional boundaries at all times. Avoid inappropriate conversations, and refrain from playing media content (music, podcasts, videos) that is not age-appropriate.

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### **Post-Trip Responsibilities**

- **The "Empty Vehicle" Walkthrough:** Upon reaching the destination, the driver or chaperone must physically walk to the back of the vehicle to check every row and under seats, ensuring no students, personal belongings, or trash are left behind.
- **Post-Trip Logging:** Report any mechanical issues, minor dents, or vehicle anomalies to school administration immediately.

### **Student Safety & Passenger Rules**

The following safety measures must be strictly enforced for all student passengers:

- **Seatbelts and Restraints:** Every passenger must wear a properly fastened seatbelt at all times while the vehicle is in motion. The number of passengers must never exceed the number of operational seatbelts.
- **Seating Configuration:** Students under the age of 13, or those requiring specific safety booster seats according to state laws, must always ride in the rear seats.
- **Loading and Unloading:** Students must enter and exit the vehicle from the curbside only, never into active traffic lanes. The vehicle must be fully parked with the engine turned off or parking brake engaged before loading or unloading begins.
- **Prohibited Conduct:** Students are strictly prohibited from extending body parts or objects out of the windows, throwing items within or outside the vehicle, or engaging in horseplay that distracts the driver.

## Emergency Procedures

In the event of an accident, breakdown, or medical emergency, the adult driver or chaperone must execute the following protocol:

1. **Secure the Vehicle:** Pull over to a safe shoulder or clear area, turn on the hazard lights, engage the parking brake, and turn off the ignition.
2. **Assess and Secure Students:** Ensure all students remain calm and inside the vehicle unless there is an immediate danger (e.g., fire or smoke). If evacuation is required, move students to a safe area away from traffic.
3. **Contact Emergency Services:** Call 911 immediately if there are any injuries or if a traffic collision has occurred.
4. **Notify School Administration:** Contact Delta School leadership as soon as it is safe to do so to report the situation, vehicle location, and status of the students.
5. **Information Exchange:** Exchange insurance and registration details with other parties involved in an accident, but do not admit fault or liability at the scene.

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## Prohibited Vehicle Activities

- **Leaving Students Unattended:** No student shall ever be left alone in a vehicle under any circumstances, even for a brief moment.
- **Unauthorized Stops:** Drivers may not make unauthorized personal stops (e.g., errands, fast food) while students are in the vehicle unless it is a pre-approved part of the itinerary or an emergency.
- **Smoking/Vaping:** Smoking, vaping, or using any tobacco products inside or near the vehicle is strictly prohibited at all times.

## SECTION C: REQUIRED DOCUMENTS

### FIELD TRIP PROPOSAL FORM

*This form must be completed and submitted to administration at least **6 weeks prior** to the proposed trip date. Attach a copy of the venue's layout/map and the drafted social story if available.*

#### General Information

**Lead Field Trip Coordinator/Teacher:** \_\_\_\_\_

**Classroom/Program/Cohort:** \_\_\_\_\_

**Proposed Destination:** \_\_\_\_\_

**Destination Address:** \_\_\_\_\_

**Proposed Date:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_ **Return Time:** \_\_\_\_\_

#### Academic, Skill, & IEP Alignment

*Special education field trips must serve as a community-based extension of classroom learning. Please detail the alignment below.*

**1. Core Curriculum/Skill Focus (Check all that apply):**

Functional Life Skills (Money management, community transit, ordering food)

Social-Emotional Skills (Peer interaction, public regulation, cooperative learning)

Academic Reinforcement (Science, History, Art, Literacy hands-on application)

Vocational/Transition Skills (Job exploration, community independence)

**2. Specific Learning Objectives:** *What will students know or be able to do by the end of this excursion?*

*Objective 1:*

\_\_\_\_\_

Objective 2:

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3. **IEP Goal Integration Plan:** *Briefly describe how this trip allows students to practice individual IEP objectives in a real-world setting:*
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### **Student Demographics & Staffing Ratios**

Because student needs vary heavily, ratios must be explicitly detailed rather than assumed.  
*Reminder: Driver does NOT count toward the number of supervising staff.*

**Total Number of Students Attending:** \_\_\_\_\_

**Number of Certified Staff Attending (Teachers/Paras):** \_\_\_\_\_

**Number of 1:1 Dedicated Aides Attending:** \_\_\_\_\_

**Number of Volunteer Chaperones Approved:** \_\_\_\_\_

**Calculated Staff-to-Student Ratio for this Trip:** \_\_\_\_ : \_\_\_\_

### **High-Tier Accommodations Breakdown**

Number of students requiring wheelchair/mobility assistance: \_\_\_\_\_

Number of students with active Behavior Intervention Plans (BIPs): \_\_\_\_\_

Number of students requiring emergency/scheduled midday medication: \_\_\_\_\_

*Is a nurse required to attend this trip based on student needs?* \_\_\_\_ YES \_\_\_\_ NO

### **Logistics & Specialized Transportation**

**Specialized Vehicles Required: \***

Standard School Bus

Wheelchair Lift-Equipped Bus (Number needed: \_\_\_\_\_ )

School Van

**Dietary/Lunch Plan:** \*

Students will pack lunches (Accommodations made for specialized/G-tube diets)

Cafeteria will provide packed lunches (NSLP eligible)

Restaurant ordering (Practicing community functional math/ordering skills)

### **Student Preparation & Pre-Teaching Plan**

*To minimize anxiety and behavioral escalations, check the strategies you will use to prepare students over the next 4 weeks:*

**Social Story/Visual Preview:** Explaining the schedule, sights, and expected behaviors.

**Video Modeling:** Watching clips of the venue or transit method beforehand.

**Token Economy/Visual Support Prep:** Creating pocket-sized token boards or communication choice boards specifically for the venue's environment.

**Desensitization Exercises:** Practicing waiting in lines or wearing headphones in the classroom.

### **Emergency & Safety Contingency Planning**

- **De-escalation Space:** If a student experiences a severe sensory overload or behavioral crisis, what is the planned "safe zone" at the venue?

\_\_\_\_\_

- **Inclement Weather Plan:** If the trip is primarily outdoors, what is the alternate plan or rain date?

\_\_\_\_\_

- **First Aid / Medical Lead:** Who is the designated staff member responsible for carrying the medical bag and tracking medication times during this trip?

\_\_\_\_\_

**Coordinator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Once completed, route this form alongside the **Field Trip Authorization & Sign-Off Routing Sheet** to the School Nurse and Behavior Specialist).*

## **Special Education & Site Accessibility Supplement**

### **Academic & IEP Goal Alignment**

*Field trips must directly align with student development as an extension of the classroom.*

**Primary IEP Goal(s) Targeted:** (e.g., social communication, emotional regulation, functional academics)

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**Functional Life Skills Focus:**  Navigating Public Transit  Purchasing/Money Skills  Ordering Food  Community Safety

### **Measurable Learning Objectives:**

1. \_\_\_\_\_
2. \_\_\_\_\_

### **Site Accessibility & Sensory Assessment**

*A pre-visit evaluation is required to identify potential triggers and physical barriers.*

#### **Physical Accessibility Verification:**

- Wheelchair Ramps/Lifts Available
- Accessible Restrooms Identified
- Specialized Safety Restraints for Transportation Secured

#### **Sensory Trigger Identification:**

- Potential for Loud Noises/Crowds
- Potential for Flashing Lights
- Designated "Sensory-Friendly" or Quiet Spaces Identified

#### **Front-Loading Plan:**

- Social Stories Prepared
- Visual Schedules/Previews Provided to Students

### **Individualized Supervision & Behavioral Support**

*Supervision in a special education context requires a proactive, individualized approach.*

**Assigned Ratios:**

- 1:3 (Autism Support)
- 1:2 (Multiple Disabilities)
- 1:1 (Continuous Support)

**Staff Assignment Matrix:** *List specific staff-to-student pairings. General "zone" supervision is strictly prohibited.*

Staff Name: \_\_\_\_\_ Student(s): \_\_\_\_\_

Staff Name: \_\_\_\_\_ Student(s): \_\_\_\_\_

**Behavioral Preparedness:**

- All staff have reviewed relevant Behavior Intervention Plans (BIPs) and possess necessary sensory or communication tools.

**Medical & Safety Protocols**

**Designated Medical Lead:** \_\_\_\_\_ (Must be a nurse or trained staff member)

**Emergency Medication Inventory:**

- EpiPens
- Seizure Rescue Medications
- Student Medical Protocols Attached

**Continuous Accounting Plan:** Staff will perform headcounts every 30 minutes and during all transitions (boarding, entering/leaving venues).

**Authorization**

**Coordinator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Behavior Specialist Review:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Nurse Review:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Field Trip Permission & Medical Authorization Form

### Trip Information & Description

*As required by school policy, parents must be provided with a full description of activities and transportation plans prior to granting consent.*

**Student Name:** \_\_\_\_\_ **Grade/Class:** \_\_\_\_\_

**Trip Destination:** \_\_\_\_\_

**Departure Date/Time:** \_\_\_\_\_ **Return Date/Time:** \_\_\_\_\_

**Description of Activities:** \_\_\_\_\_

### Transportation Method:

School Vehicle  Approved Personal Vehicle  Other: \_\_\_\_\_

*(Note: All passengers must wear seatbelts; students under 13 ride in rear seats.)*

### Medical Information & Authorizations

*Coordinators must maintain an accurate roster that explicitly notes critical medical data.*

**Known Allergies (specify severity, e.g., Nut, Latex, Bee):** \_\_\_\_\_

**Chronic Medical Conditions (e.g., Asthma, Seizures, Diabetes):** \_\_\_\_\_

### Daily Medications to be Administered during Trip:

1. Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Time(s): \_\_\_\_\_

2. Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Time(s): \_\_\_\_\_

*(Note: A designated nurse or trained staff member will carry and administer all medications according to student protocols.)*

### Specific Authorization for Aquatic Activities

*Standard policy prohibits students from entering water without explicit written parent consent.*

**Does this trip involve water/aquatic activities?**  Yes  No

**Student Swimming Ability:**  Non-swimmer  Beginner  Advanced

**Consent:** I authorize my student to participate in aquatic activities. I understand that certified lifeguards will be on duty and a 1:2 adult-to-student ratio will be maintained. Non-swimmers will be required to wear approved flotation devices.

**Parent Initials:** \_\_\_\_\_

**Emergency Contact Information**

*Emergency contact verification must be finalized prior to departure.*

**Primary Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Secondary Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Student's Physician:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Parent/Guardian Consent & Release**

I, the undersigned, give permission for my child to participate in the field trip described above. In the event of a medical emergency, I authorize Delta School staff to seek and secure professional medical treatment for my child. I understand that in any emergency, staff will first attempt to contact me via the numbers provided above.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Compliance Checklist for Field Trip Coordinators:**

- **Roster Audit:** Ensure this form is used to update the official passenger roster with critical medical data and emergency contacts.
- **Documentation:** This original signed form must be maintained for a minimum of seven years.
- **Special Education Alignment:** For students with an IEP, ensure this trip aligns with their specific goals for social communication or functional life skills.
- **Staffing:** Verify at least two staff members on the trip hold current CPR and First Aid certification.

## Pre-Trip Transportation & Safety Log

This **Pre-Trip Transportation and Safety Log** is designed to meet the mandatory safety standards for vehicle inspections, driver qualifications, and passenger readiness as required by the Delta School transportation and field trip policies.

### Trip & Personnel Overview

*Field Trip Coordinator must submit items in the HR portal at least 5 business days before departure.*

Content	Trip Information
Trip Destination	
Date and Departure Time	
Field Trip Coordinator Name	
Lead Driver Name	
Lead Chaperone Name	
Vehicle ID/License Plate	

### Driver Eligibility & Compliance

*Supervisors must verify these items in the HR portal at least 5 business days before departure.*

**HR Clearance:** Driver is flagged as "Approved" with active MVR and background checks.

**Licensure:** Driver possesses a valid license appropriate for this vehicle class.

**Training:** Driver has completed mandated vehicle safety and student management orientation.

**Fitness for Duty:** Driver is physically and mentally fit to operate the vehicle.

### Vehicle Mechanical Inspection

*Drivers must conduct this visual inspection and turn in the log prior to picking up students.*

**Tires:** Condition and pressure appear adequate.

**Lights & Signals:** Headlights, brake lights, and turn signals are operational.

**Wipers & Fluids:** Windshield wipers functional; no visible fluid leaks under vehicle.

**Mirrors:** Correctly adjusted for the driver.

**Fuel Level:** Sufficient for the trip or next scheduled stop.

### **Safety Equipment Audit**

*Coordinators must ensure every authorized vehicle contains these essential safety items.*

**First-Aid Kit:** Fully stocked and accessible.

**Fire Extinguisher:** Present, unexpired, and fully charged.

**Emergency Markers:** Roadside reflectors or flares are present.

**Communication:** Working mobile phone or school radio available (for emergency use only).

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### **Passenger Roster & Medical Verification**

*Staff must verify student data and perform an initial headcount before departure.*

**Accurate Roster:** A final list of all students currently boarding is attached.

**Medical Notes:** Roster explicitly notes **critical medical data** (e.g., severe allergies).

**Emergency Contacts:** Parent/guardian phone numbers are verified for every passenger.

**Headcount:** Total number of students boarding matches the approved staffing plan.

**Safety Seating:** Students under 13 are seated in rear rows; all seatbelts are functional.

### **Final Authorization**

*If any mechanical defect is noted, the supervisor must coordinate an immediate vehicle swap before departure.*

**Driver Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Verification Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Operational Reminders for Drivers:**

**Distracted Driving:** You are strictly prohibited from using mobile phones or electronic devices while the vehicle is in motion or in traffic.

**Supervision:** Chaperones hold primary responsibility for student behavior management during transit so the driver can focus on the road.

**Curbside Loading:** Always load and unload students from the **curbside only** with the engine off or parking brake engaged.

**"Empty Vehicle" Walkthrough:** Upon arrival, you **must** perform a physical, row-by-row walkthrough to ensure no students or items remain on board

# Field Trip Emergency Contact & Passenger Roster

Effective Date: June 8, 2026

## Trip Overview

Destination: \_\_\_\_\_

Departure Date/Time: \_\_\_\_\_

Lead Driver & Chaperone(s): \_\_\_\_\_

### Mandatory School Contact (Base Contact)

*As per policy, the driver must have a designated school-based supervisor reachable for the entire duration of the trip.*

Designated School Supervisor: \_\_\_\_\_

School Supervisor Phone Number: \_\_\_\_\_

Delta School Main Office Number: \_\_\_\_\_

### Student Passenger Roster & Parent Contact Information

*Supervisors must review and sign off on this roster prior to departure. Drivers are required to maintain this roster on board, including emergency contact information and critical medical notes.*

Student Name	Parent/Guardian Phone Number(s)	Secondary Emergency Contact	Critical Medical Notes (e.g., Allergies)
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### Supervisor & Driver Verification

**Driver Confirmation:** I have verified that all passengers are listed above and have recorded their emergency contact details.

**Supervisor Sign-off:** I have audited the roster and confirmed it includes necessary medical data.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Key Compliance Insights for the Field Trip Coordinator

- **Critical Medical Notes:** The sources emphasize that rosters **must explicitly note critical medical data**, such as severe allergies, to ensure student safety during transit.
- **Base Contact:** It is an operational requirement that the driver has a **designated phone number for a school-based supervisor** who is available for the "entire duration of the trip".
- **Roster Accuracy:** Maintaining an **accurate roster** is a pre-trip responsibility for the driver and a verification category for the supervisor during the authorization process.
- **Emergency Protocol:** In the event of an emergency, these numbers should be used to **notify school administration** immediately after contacting emergency services (911).

# 12-Hour Incident & Administrative Review Report

## PART I: INITIAL INCIDENT REPORT

*(To be completed by the Trip Coordinator or Lead Staff member within 12 hours of the event)*

### 1. General Information

**Date of Incident:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_

**Students Involved  
(Names):** \_\_\_\_\_

**Staff/Chaperones  
Present:** \_\_\_\_\_

### 2. Nature of Incident (Check all that apply):

- Injury/Medical Emergency
- Missing Student
- Behavioral Crisis
- Safety Concern
- Vehicle Accident
- Aquatic/Water Incident
- Abuse Allegation
- Other: \_\_\_\_\_

**3. Detailed Description of Incident:** *Provide a factual, chronological account of exactly what occurred. Attach additional sheets if necessary.*

**4. Emergency Response & Notifications:**

- **Emergency Services (911) Called?**  Yes (Time: \_\_\_\_\_)  No
- **Immediate First Aid/Intervention Taken:** \_\_\_\_\_
- **Notification Log (Note Time and Person Contacted):**
  - School Administration:  
\_\_\_\_\_
  - Parent/Guardian:  
\_\_\_\_\_
  - CEO/Executive Director:  
\_\_\_\_\_

**PART II: WITNESS STATEMENTS**

*Attach signed and dated statements from every staff member, contractor, or volunteer who witnessed the incident or provided immediate response.*

**PART III: ADMINISTRATIVE REVIEW & COMPLIANCE AUDIT**

*(To be completed by the Program Director or Principal within 24 hours of the report submission)*

**1. Pre-Trip Compliance Check:**

- **Was the driver HR-cleared (MVR/Background)?**  Yes  No
- **Was the trip formally approved 30/60/90 days prior?**  Yes  No
- **Was the required supervision ratio maintained?**  
 Yes  No (Actual Ratio: \_\_\_\_\_)

**2. On-Site Safety Protocol Audit:**

- **Were 30-minute headcounts documented leading up to the incident?**  
 Yes  No

- **Did the roster include critical medical data/emergency contacts?**

Yes  No

- **If a vehicle was involved, was the "Empty Vehicle Walkthrough" verified?**

Yes  No

**3. Initial Findings & Corrective Action:**

- **Infraction Level:**

None  Minor (e.g., late logs)  Major (e.g., phone use, student unattended)

- **Immediate Action Taken:**

Written Warning

Mandated Refresher Training

Immediate Suspension of Driving/Trip Privileges

HR Escalation (for formal disciplinary proceedings)

**4. Required Regulatory Notifications (If applicable):**

PA Dept. of Education (PDE)

PA Dept. of Human Services (DHS)

ChildLine/CPSL

Local Law Enforcement

**Administrator Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Critical Incident Note:**

In the event of a student death, near drowning, or serious criminal investigation, the school will activate its **Crisis Response Team** and conduct a secondary, in-depth administrative review within **ten business days** to present findings and corrective actions to the Board of Directors.

**BUTTONWOOD FARMS, INC.  
d/b/a DELTA SCHOOL**

**BOARD RESOLUTION NO. 955**

**ADOPTION OF COMPREHENSIVE FIELD TRIP SAFETY FRAMEWORK,  
ADMINISTRATIVE PROCEDURE 915, AND RELATED SAFETY PROTOCOLS**

**June 17, 2026**

WHEREAS, the Board of Directors of Buttonwood Farms, Inc., doing business as Delta School, is committed to ensuring the safety, well-being, and educational success of all students participating in school-sponsored activities; and

WHEREAS, Delta School administration has developed a Comprehensive Framework for Field Trip Safety integrating Administrative Procedure 915 (Field Trip Safety), Special Education Field Trip Protocols, Student Transportation Safety Requirements, Risk Assessment Procedures, Emergency Response Protocols, and required documentation standards;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the Delta School Comprehensive Framework for Field Trip Safety as the official governing framework for all school-sponsored field trips, educational excursions, community-based instruction, recreational activities, and overnight trips.

BE IT FURTHER RESOLVED that Administrative Procedure 915 (Field Trip Safety) is hereby approved and incorporated into Delta School's operational procedures effective immediately.

BE IT FURTHER RESOLVED that all field trips involving aquatic activities, boating, swimming, water recreation, or activities occurring near bodies of water shall require formal risk assessments, CEO approval, certified lifeguards, enhanced supervision ratios, and written parent consent.

BE IT FURTHER RESOLVED that all employees, contractors, volunteers, and chaperones participating in field trips shall comply with all requirements regarding background clearances, child abuse certifications, driver qualifications, supervision expectations, and emergency response procedures.

BE IT FURTHER RESOLVED that Delta School shall implement and maintain all required field trip forms, risk assessments, emergency response protocols, transportation safety logs, and incident reporting documents.

BE IT FINALLY RESOLVED that this Resolution shall take effect immediately upon adoption by the Board of Directors on June 17, 2026.

ADOPTED this 17th day of June, 2026.

BUTTONWOOD FARMS, INC.  
d/b/a DELTA SCHOOL



Brian Waerig  
Board President

ATTEST:



Dr. David Weathington  
Chief Executive Officer